

Lattice Quarterly OKRs Template

Setting goals for employees and teams is at the core of any performance management plan. Popularized by Google, many companies choose to use OKRs (Objectives and Key Results) as their goal-setting framework since it helps them ladder up individual and team objectives to top-level overall business objectives.

Writing Great Objectives

Each level of an organization (company, team, and individual) should have 3-5 objectives per organization level

- Objectives have an achievable, finite endpoint (expand to China) rather than an ongoing task (make progress on international expansion)
- Measure these weekly in terms of percentage toward a quarterly completion cycle, based on completion of key results.

Writing Great Key Results

Set roughly three key results per objective.

- Key Results are measurable (“contact 10 journalists” rather than “develop relationships with journalists”). Measure these weekly in terms of percentage.
- Key Results are the actionable steps to completing an objective.



Put this template into action

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Collaboration	72	84	88	98	84
Feeling valued	84	81	88	55	35
Team culture	70	80	98	80	81
Management	55	35	72	72	72
Commitment	84	72	98	80	70

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Not at all like

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Lattice APP
Public praise was submitted in Lattice

Adrian received public praise from Luc!

You handled that tough customer conversation today like a PRO! So glad to have you on the team!

Chen Wood. Carry Water

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Quarterly Company/Department Objectives

Quarterly Team/Individual Objective 1	Progress
Key Result 1	%
Key Result 2	%
Key Result 3	%
Average	%

Quarterly Team/Individual Objective 1	Progress
Key Result 1	%
Key Result 2	%
Key Result 3	%
Average	%

Quarterly Team/Individual Objective 1	Progress
Key Result 1	%
Key Result 2	%
Key Result 3	%
Average	%

Quarterly Team/Individual Objective 1	Progress
Key Result 1	%
Key Result 2	%
Key Result 3	%
Average	%